**Memorandum**

Date: March 14th

To: Audience of Your Memo

From: Your Name

**Subject: Advancement You Discuss and Key Significance to [Named Project]**

Compose an internal memo for your (imagined) workplace in which you introduce a new technological advancement and argue why this advancement is relevant and significant to either your project or industry. You will choose a relevant technological advancement (2018-Current); you will also name the project or industry to give context for your internal memo.

# Build a Scenario

Because communication is only effective or ineffective within its specific scenario, you’ll need to complete the scenario for your memo.

*Pre-Set Scenario Aspects You’re Working With*

Engineering Workplace Setting

Memo Genre and Formatting

Memo Goals

*Scenario Aspects You Need to Add (as appropriate to your* *technological advancement choice)*

Specific Business Focus

Current Projects

*Communicating Scenarios*

When you submit, you will communicate your scenario to your audience in no more than 100 words. You will be prompted to add this information into a text box when you submit your entry. For example, if you selected NanoFlex Alloy as your technological advancement, a possible scenario summary might look like:

I am part of an engineering firm specializing in robotics, and I lead a team focused on revolutionizing exoskeletons for robots. Our goal is to enhance the capabilities of robotic systems by focusing on their agility, strength, and adaptability.

# Required Memo Components

1.**Choose a Specific Technological Advancement:** Select a recent technological breakthrough within mechanical or nuclear engineering domains that captures your interest.

2.**Highlight Significance and Impact:** Explain the significance of this development and its potential impact on current projects, industry trends, or the broader field.

3.**Discuss Practical Applications:** Explore practical applications of the technology in your area of focus and its implications for the future of mechanical or nuclear engineering.

4.**Critical Analysis:** Provide a critical analysis of the strengths and limitations of the chosen technology, considering feasibility and scalability.

5.**Actionable Insights:** Conclude with actionable insights or recommendations on how our engineering community can leverage or adapt to this technological advancement.

# More Tips

In the introduction paragraph, quickly explain the purpose of your memo and its actionability -- that is, how the technological advancement is applicable to either your company, a current project, or the field at large.

Memos generally use section headers to make the information in the document findable when readers quickly scan the page. Think about how readers at your company will want to scan the document to quickly find the information most applicable to their work and organize it accordingly.

Memos tend to use short paragraphs because their point is to convey information quickly (a report would be more appropriate for lengthy explanations). Paragraphs need effective topic sentences that clearly state a key point that the rest of the paragraph discusses.

Memos often employ listing to quickly convey information. When you list, make sure to select the correct type of list. se bulleted lists to emphasize key points, list items without a specific sequence For example, you’d use this list when you want to demonstrate:

* Equal or Egalitarian Nature
* Similarity
* No Implied Priority or Order

Lists should always be sandwiched between paragraphing that introduces the list and clarifies how the list should be understood or used.

Numbered lists should be used in specific circumstances. These include:

1. To convey a sequence.
2. To demonstrate priority or hierarchy.
3. To enhance quick reference to a particular listed point.

This list, for example, is numbered because the order of the listed material is from when it is most vital to use a numbered list to when it is more of a style preference.

Lists can be presented as words or phrases, or as full sentences, but maintaining internal consistency within each list ensures a cohesive and organized presentation. It is acceptable to use both types of lists within the same document.

The conclusion should clarify what action, decision, or next steps the communicator is recommending or expecting based on the information presented in the memo. This ensures that the purpose of the memo is not only understood but also translated into practical steps or decisions. A conclusion for the example scenario might look like:

The integration of NanoFlex Alloy presents an exciting paradigm shift for our robotics firm. Research engineers can explore the material’s properties and push the boundaries of its applications. Technical engineers can play a pivotal role in translating these findings into practical solutions, ensuring seamless integration into our robotic systems. Design engineers, armed with the possibilities of NanoFlex Alloy, have the creative space to revolutionize the aesthetics and functionality of exoskeletons. As each engineering role collaborates, we anticipate not just an evolution in technology but a renaissance in our approach to robotics, propelling our firm to the forefront of innovation and industry leadership.

Good luck and happy writing!